

U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL

ACADEMY OF HEALTH SCIENCES (AHS)

DEPARTMENT OF NURSING SCIENCE

STUDENT EVALUATION PLAN

301-91D10

OPERATING ROOM SPECIALIST COURSE



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12 May 04

STUDENT EVALUATION PLAN

301-91D10, Operating Room Specialist Course

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STUDENT EVALUATION PLAN

301-91D10, Operating Room Specialist Course

I. Preface. This evaluation plan establishes policies, assigns responsibilities, and prescribes procedures for the execution of the 301-91D10 Operating Room Specialist Course. The policies, procedures, and responsibilities prescribed herein shall apply to members of the U.S. Army, DOD civilians, and international military personnel participating in this training program. The 301-91D10 Operating Room Specialist Course provides classes to prepare individuals, such as yourselves, for their future roles as entry-level surgical technologists by coordinating and conducting formal surgical technology (ST) training in support of the U.S. Army Medical Department's mission of providing healthcare for America's Army.

II. Course Description.

A. The 301-91D10 Operating Room Specialist Course is a two-phased course. Phase 1 is 45 training days (approximately nine weeks) and is conducted at the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston (FSH), Texas; Phase 2 is 50 training days (approximately ten weeks) and is conducted at 22 sites (See Appendix A).

B. This course is designed to fill the needs of the Active Army, U.S. Army Reserve (USAR), Army National Guard (ARNG), Department of Defense (DOD) civilians and international military personnel by training you to be entry-level Operating Room Specialists to function with operating room (OR) and central materiel service (CMS) skills.

C. Expected Outcome. Upon completion of the course, you will be expected to demonstrate, under the direction of a Registered Nurse (RN), entry-level Operating Room Specialist (surgical technologist) skills in the operating room and central materiel service.

D. PREREQUISITES. Open to Active Army CPL/SPC non-promotable and below, Reserve Component SGT and below, and DOD civilians. Active Army and Reserve Component soldiers holding MOS 91A, 91K, 91P, 91V, and 91WM6 will not be considered. First term soldiers cannot apply for reclassification until the end of their first term of service. Mental and physical standards IAW DA PAM 611-21. The physical demands rating is medium. Soldiers must meet the following criteria:

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1. Skill Technical (ST) of 92 or higher
2. Physical profile rating not greater than 222221
3. Normal color vision
4. No aversion to the sight of internal organs or blood
5. No history of chronic or recurrent skin disorders
6. No allergic reactions to cleaning agents, antiseptics, or disinfectants.
7. All soldiers must be able to stand for long periods (4 hours+).
8. No temporary disabilities including pregnancy or postpartum with complications at any time during the course.
9. Enlisted women who are pregnant must be processed IAW AR 635-200.
10. Prior to the departure from home station, soldiers are required to reenlist or extend their terms of enlistment in order to fulfill the service remaining requirement (SRR) upon completion of the course. When reporting to the AMEDD Center & School for training, and it is determined that the soldiers do not meet the SRR, they will not be accepted into the course unless they reenlist or extend to meet the SRR.

E. Service Obligation. Upon completion of this course, the SRR for in-service Active Army soldiers is 16 months IAW AR 614-200, Chapter 4, Table 4-1. NGR 351-1 (3 years) and AR 135-200 (2 years) govern SRR for the Reserve Component. The Service Obligation for DOD civilians is IAW AR 690-400 (3 weeks).

III. Purpose Of Evaluations. As a student in the 301-91D10 Operating Room Specialist Course you will receive regular structured evaluations. The purpose of these evaluations includes, but is not limited to the following:

- A. To monitor your progress in meeting course objectives.
- B. To ensure you are capable of performing entry-level operating room specialist skills safely and effectively, IAW DA Pam 611-21.
- C. To measure the degree to which you have achieved the stated course objectives.

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D. To provide you feedback on academic progress or achievement.

E. To support decisions for counseling, academic or nonacademic probation, and relief/new start (recycle) procedures.

F. To provide feedback to the Course Director on the effectiveness of instruction, instructional materials, and examinations.

G. To rank order students.

IV. Course Requirements. You will be evaluated on your ability to pass written and performance exams designed to measure your understanding of the course.

A. Academic Standards. You must have a cumulative grade point average (CGPA) of 75 percent (%) in order to pass the course. The passing score for all examinations, written and performance, is 75%. Students with a CGPA in the range of 75 to 79 percent will be considered "At Risk." (See Section V. E. below.)

B. Nonacademic Standards of Conduct. As a military member you will be held to the strictest standards of behavior which the Army has demanded for decades. Your personal appearance, respectful behavior, and subordination to those in authority over you are required and must be accepted to establish good order and discipline within the Army. Actions such as substance abuse, cheating, disruptive behavior in or out of classes and other actions which display the military service in an unfavorable light will be viewed as unacceptable performance and addressed with the full force of the AMEDDC&S & FSH Reg 351-12 and the Uniform of Code of Military Justice (UCMJ). Violations of standards of conduct will NOT be tolerated. You are required to read the contents of this Student Evaluation Plan (SEP) and sign and date a statement signifying that you have read and understand this SEP.

C. Physical Fitness Training.

1. In accordance with AR 350-41, TRADOC 350-6 and AMEDDC&S & FSH Reg 351-12, your Student Company will evaluate you on your state of physical fitness.

2. A record Army Physical Fitness Test (APFT) will be administered by the end of Phase 1. If you do NOT pass this initial test, a second APFT for record will be administered to you prior to completion of Phase 2.

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3. You are expected to participate in a regular, physical fitness-training program.

a. In accordance with AMEDDC&S & FSH Reg 351-12, you must pass a record APFT to graduate from the course and be awarded the 91D MOS.

b. If you do not meet the height/weight standards IAW AR 600-9/AR 40-501 you will participate in a weight control program.

c. The APFT will NOT be used to determine your academic standing; however, if you fail the record APFT during Phase 1 you will NOT be eligible for academic awards.

d. Specific guidance on course completion in relation to physical fitness training is outlined in AR 350-41, TRADOC Reg 350-6, and AMEDDC&S & FSH Reg 351-12.

V. Policies / Procedures.

A. Evaluation Policies/Procedures. Terminal and Enabling Learning Objectives (ELOs) within each block of instruction serve as the basis for examinations. During Phase 1, a schedule of the examinations will be posted on the students' bulletin boards for your reference. Written and performance exams will be used.

1. Phase 1 Evaluations.

a. Written Examinations. Written examinations are used during Phase 1 to measure your learning and to determine your understanding of the terminal and enabling objectives. You must receive a minimum score of 75% to pass a written exam. Written examinations are all multiple choice or matching and require you to select the best answer.

(1) Each Surgical Technology (ST) written exam will be equal to one graded event.

(2) Each Anatomy and Physiology (A&P) exam will consist of subtests, which together will comprise one graded event with a 75% average.

b. Performance Examinations. Performance exams require you to actually do a task, given an applicable scenario. Performance exams are given during Phase 1 and Phase 2 and are graded on a "GO" or "NO GO" basis. You must perform specific behaviors to the established criteria for each task in order to receive a "GO" on the examination. Performance checklists are used to document your performance.

c. If you miss an exam and your absence was not approved, you will receive a zero (0) for that exam.

d. You must pass both the written and performance exams for Basic Life Support/Cardiopulmonary Resuscitation (CPR).

e. You will complete a three-day Field Training Exercise (FTX).

2. Phase 2 Evaluations. Phase 2 evaluations consist of three final performance exams and one written, comprehensive case study. The Phase 2 performance exams consist of:

a. Daily and Final Clinical Evaluations: The performance checklists for daily evaluations and the final evaluations are "Duties of the Scrub - Evaluation Grade Sheet", "Duties of the Assistant Circulator - Evaluation Grade Sheet", and the "CMS/Workroom Duties - Evaluation Grade Sheet" (Appendices B, C, and D). You must score at least a 75% on the final Evaluation Grade Sheets for each duty area to pass the course. Daily Evaluations of each duty area provide general guidelines for diagnostic purposes and are not reflected in your final grade.

b. Case Studies: You must complete a comprehensive case study. The case study will be used to evaluate your comprehension of a surgical procedure.

c. In addition to the standards outlined in the Clinical Training Annex (CTA), some Phase 2 preceptors / instructors may monitor student progress through written quizzes or assignments that are NOT part of your Phase 2 grade.

3. You will be informed of the results of your performance as soon as possible following each examination or graded exercise. Post-examination critiques will be conducted to provide positive feedback and to reinforce instructional objectives.

4. Remedial Training (Reteach)/Retest

a. If you score below 75% on any written exam or subtest you will be counseled, remedially trained, and retested IAW TRADOC 350-70, TRADOC Reg 350-6, and AMEDDC&S Reg 351-19.

(1) You will only be retested once on any written examination that you fail.

(2) The maximum score you will receive on a retest, regardless of your actual passing score, is 75%.

(3) If you fail a ST retest, you will be counseled and recommended for administrative actions (e.g., relief or new start).

(4) Although you may have passed two ST previous retests, upon your third ST written examination failure, you will be recommended for administrative actions (e.g., relief or new start).

(5) For A&P exams and retests, you will be counseled and recommended for administrative actions (e.g., relief or new start) for any of the following.

(a) If after completion of all subtests of a given A&P examination, your average grade is less than 75%.

(b) If after the completion of the initial subtest and retest, you are unable to achieve a 75% average.

b. If you score a "NO GO" (<75%) on a performance exam you will be counseled, retaught, and retested IAW the same regulations.

(1) Retests on performance exams will include all tasks in the respective job performance.

(2) The various performance checklists for Phase 1 will be provided to you throughout the course (See sample in Appendix E).

(3) You can be retested a maximum of three times on any one performance evaluation.

B. Grading Procedures. Your CGPA at any point in the course is equal to the points earned compared to the points possible. The score will be rounded to the nearest whole number carried out from the first decimal point (one tenth of a point). Performance exams will be graded through performance checklists and will be "GO" or "NO GO".

C. Student Counseling. Counseling is conducted IAW AR 635-200, AMEDDC&S & FSH Reg 351-12, and TRADOC Reg 350-6. Counseling gives you regular, scheduled times throughout the course to review your academic progress. Counseling affords frequent opportunities for counselors to affect your academic and personal development.

1. Phase 1 Counseling.

a. The Class Advisor will assign a counselor to you from among the Branch instructors.

b. You will be counseled:

(1) After all examination and A&P subtest failures.

(2) For consistent grades lower than 80% without improvement.

(3) At least every other week regardless of your examination scores.

c. You may request an academic or personal counseling session at any time.

2. Phase 2 Counseling.

a. The 91D instructor will conduct or coordinate counseling.

b. You will be counseled weekly during Phase 2. The 91D instructor will assess your performance throughout Phase 2 using the appropriate clinical evaluation tools and provide feedback about your progress on a weekly basis.

3. Counseling Documentation. Counseling will be summarized in writing on CSFS Form 123, CSFS Form 123-1 or DA 4856. Counseling statements will be signed by your counselor or Phase 2 Preceptor/instructor and by you to acknowledge receipt of counseling.

D. Remedial Training/Additional Training. Remedial Training is mandatory and will be scheduled after each failed written exam, A&P sub test, or performance exam. Remedial Training and Retest will be conducted before or after the normal duty day.

E. Probation.

1. Purposes of Probation:

a. To help you identify performance problems and the potential consequences of failure to correct the problems as an at-risk student.

b. To instruct you on ways to improve your performance.

c. To give you a means by which to measure improvement.

2. Criteria for Nonacademic Probation. You will be placed on probation for exhibiting personal behaviors that interfere with the conduct of class, for failure to meet the prescribed standards of behavior, or for habitual disciplinary problems, as defined in AMEDDC&S & FSH Reg 351-12.

3. Duration of Nonacademic Probation. The probation will remain in effect for the period specified in the probation notice.

4. Criteria for Academic Probation.

a. You will be placed on probation when you score below 75% on any written examination.

b. You are considered to be "At Risk" when your current CGPA is in the range of 75 to 79 %. You will leave the "At Risk" category when your CGPA rises above 79%. "At Risk" students will be included on the probation roster in the "At Risk" category.

c. There may be further probationary standards by the Student Company's Commander.

5. Procedures for Academic Probation. If you are "At Risk" or placed on academic probation you will be counseled and will follow Student Company guidelines.

a. Student Company guidelines may include requirements such as mandatory study hall conducted by a designated Drill Sergeant or no overnight passes until you have been removed from the probation roster.

b. When your CGPA returns to a minimum of 80% or above, you will be removed from the probation roster.

c. Removal from probation is at the discretion of your academic counselor and Class Administrator.

F. Student Relief/New Start.

1. In accordance with AMEDDC&S & FSH Reg 351-12, you may be considered for relief/new start at any point during the course. Only one new start of the course will be allowed.

a. Phase 1 academic reasons - you will be recommended for relief from Phase 1 for any of the following:

(1)	You fail the test and retest of any ST exam over the same material.
(2)	You have failed three (3) written ST exams any time during the course, even if you passed the retests of two (2) previous ST examinations
(3)	You fail to attain a 75% average on an A&P exam.
(4)	Failure of the BLS/CPR written and/or performance examinations and the retests of the same.

b. Phase 2 academic reasons - you will be recommended for relief from the course if you fail any Phase 2 Final Clinical Evaluations.

c. Phase 1 and Phase 2 nonacademic reasons - you will be recommended for relief or new start for:

(1) Medical problems that do not allow you to participate fully in the course (e.g. injuries that prevent standing for extended periods of time, injuries that interfere with your ability to perform the hand and arm scrub, etc.).

(2) Pregnancy. Regardless of component (USAR, ARNG, RA), a pregnant enlisted soldier must be processed in accordance with AR 635-200.

(a) The Company Commander in conjunction with an obstetrician must decide if the soldier can continue MOS training.

(b) Possible disposition of a pregnant soldier:

1. Involuntary separation
2. Retention in the Army/MOS
3. Voluntary separation under

Chapter 8.

(c) Upon receipt of your pregnancy profile, you will receive information papers that will list, among other data, the medical appointments that you will have to schedule.

(d) Submit copies of your profile to your academic counselor and Company Drill Sergeant.

(e) After the final decision has been made concerning your disposition in the Army/MOS, inform your academic counselor.

(3) Personal behaviors of such a nature that they interfere with the conduct of class, fail to meet the prescribed standards of behavior, or constitute a habitual disciplinary problem as defined in AMEDDC&S & FSH Reg 351-12. Disciplinary problems include, but are not limited to disruptive behavior, cheating, failure to complete assignments, substance abuse, any illegal drug use, etc.

(4) Extended absence: Defined as missing more than 16 hours in Phase 1 or 19 hours in Phase 2 of class/clinical training due to emergency leave, sick call, illness, hospitalization, pregnancy, incarceration, etc.

(5) Unsuitability for the MOS as stated in AMEDDC&S & FSH Reg 351-12.

(6) Inability to pass the Army Physical Fitness Test (APFT) by the end of Phase 2.

d. Following individual counseling and issuance of a counseling statement, failure to correct the problem may result in recommendation for your dismissal from the course.

2. Anyone who has not passed the CPR exams will be held over, remedially trained, and retested before reporting to Phase 2. If you fail the retest, you will have to retake the BLS/CPR Course again.

3. Relief/new start procedures will be conducted IAW TRADOC Reg 350-6 and AMEDDC&S & FSH Reg 351-12.

a. You have the right to see the Course Director and/or his/her designee.

b. If there are extenuating and/or mitigating circumstances, they must be verified (i.e. Red Cross notification, Court summons, etc.).

c. You have the right to appeal the decision once it has been approved/disapproved.

d. Exceptions to policy may be granted by the Course Director.

G. Student Ranking And Grading System.

1. In Phase 1, your CGPA will be carried to the nearest whole number carried from the first (tenths) decimal place.

2. Your class rank is determined by comparing Phase 1 CGPAs.

3. Your final CGPA is calculated by taking the total number of points earned on all graded material divided by the total number of points possible, multiplied by 100.

$$\frac{\text{Total points earned}}{\text{Total points possible}} \times 100 = \text{percentage (\%)} \\ \text{CGPA}$$

VI. Special Recognition For Students IAW AMEDDC&S and FSH REG 351-10.

A. Distinguished Honor Graduate (DHG). If you satisfy the selection criteria for DHG, you will be nominated as a candidate. The Program Director makes the final selection.

1. Selection Criteria. To be nominated for DHG you must meet all the following criteria:

a. Hold the highest scholastic CGPA of any student in the class at the end of Phase 1.

b. Pass every written exam with a score of at least 80% and received a "GO" on all performance exams.

c. Have not received an academic new start.

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- d. Have not been on probation.
 - e. Do not have any disciplinary action taken or pending.
 - f. Do not have any adverse documentation on student counseling forms.
 - g. Successfully pass the APFT on the first attempt. This criteria does not apply if you have a valid profile.
 - h. Meet Army height and weight standards.
 - i. Demonstrate "total soldier" attributes to include leadership potential, outstanding behavior, attitude, appearance, etc.
2. An official Certificate, prepared by the Training Management Branch (TMB), Department of Academic Support and Quality Assurance (DASQA) and signed by the Commandant, is awarded to the DHG.

B. Honor Graduates. Upon nomination by committee, an official Certificate, prepared by the TMB, DASQA and signed by the Commandant, is awarded to you if you meet the following criteria:

1. Rank in the top 5% of the class based on the total possible points through Phase 1.

2. Meet all the criteria listed above in VI. A.1.b-i.

C. Commandant's List. Those students whose class rank is in the top 20 percent of the classes' overall CGPA and have not failed any examination may be recognized on the Commandant's (Dean, AHS) List.

D. The Class Leader(s) and Assistant Class Leader(s) may receive letters of appreciation signed by the student's company commander.

VII. International Military Students. Standards for international military students will be IAW AR 12-15 and AMEDDC&S Pam 1-5. Actions concerning International Military Students will be coordinated with the International Military Student Office IAW AMEDDC&S & FSH Reg 351-12. International students attending CONUS Service Schools (use DA Form 3288-R, Academic Report-Foreign Students).

VIII. Eligibility For Diplomas. Diplomas will be issued only for students who have graduated from scheduled courses IAW AR 621-5. In order to graduate, you must meet all course requirements, both academic and nonacademic (physical training, etc.) as defined in this Student Evaluation Plan. At the end of Phase 2 a diploma will be issued to each student who meets or exceeds all course requirements.

IX. Procedures For Army Students To Obtain Documentation Of Academic Completion.

A. Academic records (transcripts) will not be issued to students. If academic records are required to support applications for employment or for certification eligibility (for example, 91Ds who are applying to take the certification exam), send a written request to: Office of the Registrar, CDR AMEDDC&S ATTN MCCS-HST, Fort Sam Houston, TX 78234-6150, (210) 221-6207.

B. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). Each transcript accounts for an enlisted soldier's formal military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the soldier's military learning experiences. To request an AARTS transcript: Mail or fax a written, signed request or completed DA Form 5454-R to: AARTS Operations Center, 415 McPherson Avenue, Ft. Leavenworth KS 66027-1373, FAX: (913) 684-2011 or DSN 552-2011. Telephone AARTS at: (866) 297-4427 or DSN 552-3269. E-mail AARTS at aarts@leavenworth.army.mil or visit their web site at www.leavenworth.army.mil/aarts. Soldiers needing further information contact: Christina Litzler, AMEDDC&S Registrar, (210) 221-6207, DSN 471-6207, or email mailto:christina.litzler@amedd.army.mil.

C. Students who graduate from the MOS 91D program and who meet certain additional requirements will be eligible to sit for the National Center for Certification Testing (NCCT) certification examination. These additional requirements include a minimum of 150 documented surgical cases from at least four of the following five categories: General surgery, Obstetrics, Ophthalmology, Peripheral Vascular, Plastic/Reconstructive surgery, and Thoracic surgery. Additional information and application can be found at the NCCT website, www.ncctinc.com.

X. Academic Evaluation Reports (AERs). The Operating Room Branch Academic Counselors will prepare a DA Form 1059, Academic Evaluation Report, for all soldiers, except for Initial Entry

Trainees, at the end of Phase 1 IAW AR 623-1 and OR Branch Administrative Policy SOP #7 (Appendix F), but not released until your completion of Phase 2. This includes all MOS-holding students and National Guard and Reserve Personnel. The content of the AER may enhance or adversely affect your opportunities for future schooling and career progression.

APPENDIX A

Operating Room Specialist Phase 2 Training Sites

Brooke Army Medical Center, Ft. Sam Houston
Dwight D. Eisenhower Army Medical Center, Ft. Gordon
Madigan Army Medical Center, Ft. Lewis
Walter Reed Army Medical Center, Washington, DC
William Beaumont Army Medical Center, Ft. Bliss
Tripler Army Medical Center, Hawaii
Womack Army Medical Center, Ft. Bragg
DeWitt Army Medical Center, Ft. Belvoir
Martin Army Community Hospital, Ft. Benning
Blanchfield Army Community Hospital, Ft. Campbell
Evans Army Community Hospital, Ft. Carson
McDonald Army Community Hospital, Ft. Eustis
Darnall Army Community Hospital, Ft. Hood
Moncrief Army Community Hospital, Ft. Jackson
Ireland Army Community Hospital, Ft. Knox
Munson Army Community Hospital, Ft. Leavenworth
Gen. Leonard Wood Army Community Hospital, Ft. Leonard Wood
Bayne-Jones Wood Army Community Hospital, Ft. Polk
Irwin Army Community Hospital, Ft. Riley
Reynolds Army Medical Center, Ft. Sill
Winn Army Community Hospital, Ft. Stewart
Wm. Keller Army Community Hospital, West Point

APPENDIX B

DUTIES OF THE SCRUB - DAILY EVALUATION-GRADE SHEET

Date:	Student Name:	Procedure:	
Evaluate the student on the following tasks.			
GO = 2 points, NO GO = 0 points, NA = 2 points	GO	NO GO	NA
1. Read and interpret OR schedule.			
2. Read doctor's preference card/obtain items.			
3. Coordinate for needed supplies/equipment with circulator.			
4. Scrub - gown - glove.			
5. Arrange prep set.			
6. Open/inspect/arrange sterile supplies for use.			
7. Drape mayo stand and tray.			
8. Arrange drapes in order of use.			
9. **Utilize principles of aseptic technique.			
10. Arrange instruments on mayo and backtable.			
11. Prepare sutures/knife blades.			
12. Perform sharps, instruments, sponge counts.			
13. Gown and glove OR team members.			
14. Assist with draping.			
15. Reglove during surgical procedure, as needed.			
16. Position mayo stand, backtable, basin set.			
17. Prepare/attach suction and bovie.			
18. Pass, hold, retrieve instruments, sutures, sponges, irrigation/medications/dyes.			
19. Maintain orderly sterile field.			
20. Disassemble/remove instruments/equipment.			
21. Care for instruments/equipment per SOP.			
<p>**Subtract 10 from total for a NO GO in #9.</p> <p>GRADING FORMULA: $\frac{\text{TOTAL SCORE}}{\text{TOTAL POSSIBLE POINTS (42)}} \times 100$</p> <p>A "GO" score must be 75% or greater (32 out of 42 points)</p> <p>Printed Name of Evaluator:</p> <p>Signature of Evaluator:</p> <p>NOTE: Mark NA when task doesn't apply to particular case.</p>			

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APPENDIX C

DUTIES OF THE CIRCULATOR - EVALUATION-GRADE SHEET

Date:	Student Name:	Procedure:		
Evaluate the student on the following tasks.				
GO = 2 points, NO GO = 0 points, NA = 2 points	GO	NO GO	NA	
1. Read and interpret OR schedule.				
2. Accomplish routine AM cleaning per SOP.				
3. Position OR furniture/table before case.				
4. Check OR equipment, lights, bovie, suction.				
5. Read doctor's preference card/obtain items.				
6. Prepare items for flash sterilization.				
7. Place sterile packs on furniture.				
8. Open sterile packs and individual items.				
9. **Utilize principles of aseptic technique.				
10. Tie gown backs.				
11. Transport/assist in patient positioning.				
12. Pour solutions (i.e. prep and irrigating).				
13. Perform sharps, instruments, sponge counts.				
14. Assist during anesthesia administration.				
15. Apply bovie grounding pad.				
16. Assist in preparing patient for prep.				
17. Assist/position equipment during case.				
18. Adjust lights, connect bovie and suction, etc.				
19. Prepare specimen(s) for laboratory.				
20. Terminate OR suite per local SOP.				
21. Assist with applying dressings or splints.				
22. Restock supplies/check supply levels.				
<p>**Subtract 10 from total for a NO GO in #9.</p> <p>GRADING FORMULA: $\frac{\text{TOTAL SCORE}}{\text{TOTAL POSSIBLE POINTS (44)}} \times 100$</p> <p>A "GO" score must be 75% or greater (33 out of 44 points)</p> <p>Printed Name of Evaluator:</p> <p>Signature of Evaluator:</p> <p>NOTE: Mark NA when task doesn't apply to particular case.</p>				

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APPENDIX D

CMS/WORKROOM DUTIES - EVALUATION-GRADE SHEET

Date:	Student Name:	Procedure:	
Evaluate the student on the following tasks.			
GO = 2 points, NO GO = 0 points, NA = 2 points	GO	NO GO	NA
1. Issue/deliver supplies & equipment to ward.			
2. Receive/inspect/ decontaminate/clean items.			
3. Receive/inspect/fold/assemble linen.			
4. Prepare instrument sets/trays per SOP.			
5. Wrap/package sets/single items.			
6. **Utilize principles of aseptic technique.			
7. Operate washer sterilizer.			
8. Operate/load/unload steam sterilizer.			
9. Operate/load/unload gas sterilizer.			
10. Operate/load/unload aerator.			
11. Operate/load Steris sterilizer.			
12. Replace sterilizer carts, clean gas/steam sterilizer.			
13. Log load control numbers.			
14. Apply dates/load control numbers to items.			
15. Place items in sterile storage.			
16. Perform Bowie-Dick and spore strip tests.			
17. Select supplies/equipment for surgical procedures.			
18. Inventory/maintain non-sterile supply levels.			
<p>**Subtract 10 from total for a NO GO in #6.</p> <p>GRADING FORMULA: $\frac{\text{TOTAL SCORE}}{\text{TOTAL POSSIBLE POINTS (36)}} \times 100$</p> <p>A "GO" score must be 75% or greater (27 out of 36 points)</p> <p>Printed Name of Evaluator:</p> <p>Signature of Evaluator:</p> <p>NOTE: Mark NA when task doesn't apply to particular case.</p>			

APPENDIX E

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SAMPLE PHASE 1 PERFORMANCE CHECKLIST

TASK: Passing Various Instruments
301-91D10 Operating Room Specialist Course

CLASS #: _____

DATE OF EVALUATION: _____

(PRINT) STUDENT'S RANK & NAME:

(PRINT) EVALUATOR'S RANK & NAME:

Condition: Given the appropriate information, equipment, and supplies

Action: Pass knife handle, needle holder, and various other instruments.

Standard: Berry and Kohn's Operating Room Technique and M
NONZ448E-1

INSTRUCTOR, please use (✓) to indicate GO/NO GO.

STEPS	GO	NO GO
Pass scalpel:		
1. Grasp the scalpel on the finger grips with the hand above the cutting edge (covering the blade).		
2. Pass to the surgeon with the blade down.		
Pass scalpel using hands free method:		
3. Place scalpel in an emesis basin and place in a neutral zone on the back table.		
Passing a clamp		
4. Hold the clamp with the fingers by the hinge with the clamp closed.		
5. Rotate wrist so that the rings go firmly into the surgeon's palm. Surgeon should have full use of the finger rings.		

Passing scissors.		
6. Grasp scissors at hinge with handles closed.		
7. Rotate wrist so that the rings go firmly into the surgeon's palm. Surgeon should have full use of the finger rings.		
Passing tissue forceps		
8. Grasp forceps by the tips		
9. Pass into the surgeon's hand so that surgeon has use of the thumb and finger grips.		
Pass retractors		
10. Grasp retractor by its midsection.		
11. Pass with retractor downward for placement into the incision.		
	Tot # of GOs: — —	Tot # of NO GOs: — —

Minimum Number of GOs to Pass - 9

**TASK: Passing Various Instruments
301-91D10 Operating Room Specialist Course**

GO: _____ **NO GO:** _____

COMMENTS:

STUDENT'S SIGNATURE:

EVALUATOR'S SIGNATURE:

Approved 12 May 2004

APPENDIX F

ACADEMY OF HEALTH SCIENCES
DEPARTMENT OF NURSING
FORT SAM HOUSTON, TX 78234-6140

OPERATING ROOM BRANCH

03 July 2003

ADMINISTRATIVE POLICY
SOP #7

ACADEMIC EVALUATION REPORTS CRITERIA

1. PURPOSE: To set forth the criteria and standards used to determine the performance summary, and the level of demonstrated abilities of those students enrolled in the 301-91D10 Operating Room Specialist Course. This SOP is to be referenced by the Academic Evaluation Reports (AER) NCO and Academic Counselors who are responsible for ensuring the completion of DA Form 1059, the Service School Academic Evaluation Report.

NOTES: For the responsibilities of the AER NCO and Academic Counselors, and for the procedures to follow for completing the DA Form 1059, **see Operating Room Branch SOP #44.**

The criteria described in this SOP is included in the **301-91D10 Student Evaluation Plan**, and discussed with eligible students the first week of class during Orientation to the course.

2. REFERENCES:

- a. Army Regulation 623-1, Academic Evaluation Reporting System
- b. TRADOC Regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration
- c. TRADOC Regulation 350-18, The Army School System
- d. AMEDDC&S Regulation 351-10, Student Achievement Recognition
- e. AMEDDC&S Regulation 351-18, Class Advisors and Academic Counseling

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f. AMEDDC&S Memorandum 623-1, Academic Evaluation Reporting System

g. Operating Room Specialist Course Student Evaluation Plan

3. APPLICABILITY: This SOP applies to those students enrolled in the Operating Room Specialist Course who are eligible to receive a DA Form 1059.

4. ACADEMIC EVALUATION REPORTS. Explain the accomplishments, potential, and limitations of individuals while attending applicable AMEDDC&S courses.

5. The DA FORM 1059 IS REQUIRED FOR:

a. Active Army personnel and personnel of other services, regardless of rank, attending resident courses or training scheduled for 60 days or more, who hold primary Military Occupational Specialties awarded by previous training.

b. All National Guard and Reserve personnel, regardless of rank and course length (except those attending Initial Active Duty for Training).

c. International students attending CONUS Service Schools (use DA Form 3288-R, Academic Report-Foreign Students.

6. CRITERIA TO DETERMINE PERFORMANCE SUMMARY:

NOTE: See DA Form 1059, Item #13, Performance Summary.

a. Exceeded Course Standards (Limited to 20% of class enrollment).

(1) Description. Achievement is significantly above course standards.

(2) Criteria:

(a) Phase 1 minimum final cumulative grade point average (CGPA) of 95%.

(b) Passed all Phase 1 initial written exams with a minimum score of 80%.

(c) Received "Gos" on all Phase 1 initial performance exams.

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(d) Received "Gos" on all final Phase 2 evaluations (Duties of the Scrub; Duties of the Assistant Circulator; Duties in CMS/Workroom, and the written comprehensive case study).

(e) Have not been granted an academic new start.

(f) Have not been on academic or non-academic probation.

(g) Do not have any disciplinary actions taken or pending.

(h) Do not have any adverse documentation in counseling records.

(i) Passed record APFT on the first attempt (does not apply if student has a valid medical profile).

(j) Meet Army height and weight standards.

b. Achieved Course Standards.

(1) Description. Achievement of the overall acceptable course standards.

(2) Criteria:

(a) Phase 1 minimum final CGPA range of 94-78%.

(b) Failed a maximum of 2 Phase 1 written exams, but passed the retests.

(c) Failed no more than 1 Phase 1 performance exams, but passed the retest.

(d) Received "Gos" on all final Phase 2 evaluations (Duties of the Scrub; Duties of the Assistant Circulator; Duties in CMS/Workroom, and the written comprehensive case study).

(e) May have been granted an academic new start.

(f) May have been on academic or non-academic probation.

(g) Do not have any disciplinary actions pending.

(h) May have limited, minor adverse documentation in counseling records.

(i) Passed record APFT.

(j) Meet Army height and weight standards.

c. Marginally Achieved Course Standards.

(1) Description. Achieved course standards with difficulty.

(2) Criteria:

(a) Phase 1 final CGPA range of 77-75%.

(b) Failed the retests of a maximum of 3 Phase 1 written exams, but passed the retests.

(c) Received "No Gos" on a maximum of 2 Phase 1 performance exams, but passed the retests.

(d) Received "Gos" on all final Phase 2 evaluations (Duties of the Scrub; Duties of the Assistant Circulator; Duties in CMS/Workroom, and the written comprehensive case study).

(e) May have been granted an academic new start.

(f) Have been on academic and non-academic probation.

(g) Have disciplinary actions taken or pending.

(h) May have limited, minor adverse documentation in counseling records.

(i) May not meet Army height and weight standards but is enrolled in the weight control program.

d. Failed to Meet Course Standards.

(1) Description. Self-explanatory.

(2) Criteria:

(a) Phase 1 final CGPA of 74% and below.

(b) Failure of Phase 2 final evaluations.

(c) Recommended and approved for academic relief.

(d) Recommended and approved for non-academic

relief due to misconduct, disciplinary reasons, and unsuitability. **Do not consider problems that resulted in non-academic relief that were not the fault of the student (e.g., unit recall, extended absences due to illness, hospitalization, injury, etc.)**

NOTE: If you select Exceeded Course Standards, Marginally Achieved Course Standards, or Failed to Meet Course Standards, supporting statements must be detailed in Item #16 on the DA Form 1059.

7. DEMONSTRATED ABILITIES.

NOTES: See DA Form 1059, Item #14.

Items 14. a. and e. are not evaluated in this course.

a. Levels of demonstrated abilities.

(1) UNSAT (Unsatisfactory). Self-explanatory.

(2) SAT (Satisfactory). Demonstrated an acceptable level of proficiency.

(3) SUPERIOR. Demonstrated an ability that was significantly above the standard.

b. **CRITERIA TO DETERMINE LEVEL OF DEMONSTRATED ABILITIES.**

(1) Oral Communication.

(a) UNSAT

1 Student constantly displayed a reluctance to participate in class when called upon.

2 Student did not volunteer to answer questions or make comments during class discussions.

3 When responding, spoke in a low voice and was incapable of being heard or understood.

4 Became obstinate, antagonistic, and argued when urged to answer questions or make comments.

(b) SAT

1 Student participated in class discussions when called upon.

2 Often volunteered to answer questions or make comments.

3 Spoke in a well-modulated voice that was easy to understand.

4 Made few grammatical errors.

(c) SUPERIOR

1 Student appeared eager to answer questions and make comments whether called upon or not.

2 Spoke in a well-modulated voice that was easy to understand.

3 Had superb diction and fluent expressions.

4 Adapted vocabulary to group; did not talk above or below group.

5 Used excellent grammar, enunciation, and pronunciation.

(2) Leadership Skills.

(a) UNSAT

1 Although appointed as a class leader, displayed a reluctance to do the job.

2 Did not perform assigned duties as a class leader at the level required.

3 Not an appointed leader but was reluctant to take appropriate actions when situations required a class leader's (NCO's) guidance.

4 Was combative, belligerent, and ineffective as a class leader.

5 Lacked military bearing.

6 Untidy and careless in appearance when in military uniform.

(b) SAT

1 Performed outlined duties as an appointed class leader.

2 Displayed respect for fellow students in his charge as well as to instructors.

3 Solved problems and addressed situations in a positive and constructive manner.

4 Neat and well groomed in appearance when in military uniform.

5 Good military bearing.

6 Displayed adequate leadership skills.

(c) SUPERIOR

1 Performed duties as an appointed class leader over and beyond the required level.

2 Displayed respect for those in his or her charge as well as for instructors.

3 Not an appointed class leader but volunteered to act as a leader.

4 Demonstrated the skills of a natural leader.

5 Exemplary model for military decorum.

6 Effective, tactful, and efficient when solving problems.

(3) Contributed to Group Work.

(a) UNSAT

1 Declined to volunteer to contribute to the success of the group.

2 Never volunteered to assist those in the group who were experiencing academic problems.

3 When urged to participate in group, displayed impatience and hostility.

4 Refused to assist in group projects.

(b) SAT

1 When requested, assisted those in the group experiencing academic problems.

2 Displayed patience when dealing with reluctant students.

3 Displayed an apparent concern for those experiencing academic problems.

4 Volunteered to assist in group projects.

(c) SUPERIOR

1 Had a positive influence on the group's overall attitude and motivation.

2 Very cooperative when asked to address situations occurring in the group.

3 Was very inspiring and served as an ideal rallying point for others in the group.

4 Constantly contributed to the group in a manner that help ensure the group's success.

5 Displayed keenness and sharpness when solving group conflicts.

6 Volunteered to assist those experiencing academic problems.

NOTE: If you select UNSAT and SUPERIOR supporting statements must be detailed in Item #16 on the DA Form 1059.

8. ACADEMIC POTENTIAL.

NOTE: See Item #15, Academic Potential on the DA Form 1059.

a. Indicates the student's potential for selection to the next higher level of schooling/training.

b. Pertains to the normal career progression /professional development courses.

c. This potential assesses the student's:

(1) Ability to apply the knowledge derived from the school.

(2) Potential compared to students with similar experiences and motivation.

(3) Ability to contribute to group discussions.

NOTE: If "NO" is selected, supporting statements must be detailed in Item #16 on the DA Form 1059.

9. COMMENTS SHOULD BE MADE IF THE STUDENT:

a. Failed to respond to recommendations for improving academic or personal affairs.

b. Displayed exceptional potential; demonstrated any exceptional capabilities, aptitudes, or limitations which should be considered in future selection/assignments.

c. Lacked ability or motivation.

d. Demonstrated moral or character deficiencies.

e. Was released from student status through no fault of his own (e.g., medical, compassionate).

10. GENERAL INFORMATION.

a. Adverse AERs must be referred to the student for acknowledgement and comment.

b. Students should see their draft AERs prior to departure from Phase 1.

c. AERs must be forwarded to the student with referral memorandum and student acknowledgement.

d. Soldiers who are released from the course must receive an AER that shows reasons for being released.

e. AERs are required for those disenrolled (relieved), just as they are for those who successfully completed the course.